

# **Personal Property Electronic Filing**

**(E-Mail or mailed CD)**

## Personal Property Electronic Filing

A complete electronic filing submission of the information required by Massachusetts General Laws, Chapter 59, Section 29, consists of the following:

- A completed and signed Taxpayer Information Form
- A completed Personal Property Asset Form in Excel
- Where applicable, copies of the following:
  - Leases
  - Documentation of exemption
  - Other supporting documentation

**The necessary forms and information are provided in the table below.**

Once completed, the documents can be either e-mailed as attachments or copied to CD and mailed to the Assessing Department's Personal Property Unit.

**Email address:** [persprop.efa@cityofboston.gov](mailto:persprop.efa@cityofboston.gov)

**Mailing address:**  
Assessing Department  
Personal Property Unit, Room 301  
Boston City Hall  
Boston, MA 02201


**IMPORTANT: The Subject Line of your email and/or the file name for the data CD should include the following information:**

Business ID #\*, Business Name, FY16 Filing

Example: 083176, ACME LLC, FY16 Filing

**\*Business ID#**, also known as your account number, is a six digit number which can be found on your bill and other Boston Personal Property mailings you have received.

# Forms and Information

- Taxpayer Information Form 
- Personal Property Asset Form
- Instructions 
- General Information 

# Taxpayer Information Form

## CITY OF BOSTON FISCAL YEAR 2015 - STATE TAX FORM 2/FORM OF LIST

RETURN OF PERSONAL PROPERTY SUBJECT TO TAXATION  
Massachusetts General Laws Ch. 59, § 29

Electronic Filing Version of Sections 1 and 5 and Supplemental Information Request

TO BE FILED BY ALL INDIVIDUALS, PARTNERSHIPS, ASSOCIATIONS OR TRUSTS, CORPORATIONS, LIMITED LIABILITY COMPANIES AND OTHER LEGAL ENTITIES SUBJECT TO TAXATION IN THIS CITY. PERSONAL PROPERTY SCHEDULES ARE NOT OPEN TO PUBLIC INSPECTION (see Massachusetts General Laws Chapter 59 § 32).

**NOTE: If you business sold, closed, or moved out of Boston before January 1, 2013, please complete Section 5, Part C.**

Forms must be filed by March 1 unless an extension is granted by the board of assessors.

### 1. TAXPAYER INFORMATION – Complete all sections that apply. Please TYPE or PRINT. Use attachments as necessary.

#### A. Name of Taxpayer:

FID Number: \_\_\_\_\_ (Not SSN)

1. Owner's Name: \_\_\_\_\_

2. Business Name: \_\_\_\_\_

#### B. Assessing Department Business ID#: \_\_\_\_\_ (If not known, see note at bottom of page)

#### C. Indicate Status:

☐ **Individual** (Do not include social security number above)

☐ **Partnership.** Provide names of all partners: \_\_\_\_\_

☐ **Association or Trust.** Provide names of all members/trustees: \_\_\_\_\_

☐ **Limited Liability Company.** Provide names of all members: \_\_\_\_\_

If any of the above or other non-corporate entity, treated as corporation for federal income tax (a) by default rules, check here ☐  
or (b) by election form, check here ☐. Effective date: \_\_\_\_\_. If (b) is checked, federal election form 8832 must be attached.

# Personal Property Asset Form

[illegible]

A	B	C	D	E	F	G	H	I	J	K	L
	Your Unique Asset ID	Own, Lease or Leased to Own	Lessor Name	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase	Purchase Price	Total Purchase Price (Quantity X Purchase Price)	Estimated Market Value
		Own, Lease, Leased to Own		50 Character Limit: includes periods, commas, spaces etc			Whole Number Only	YYYY	Whole Number Only	DO NOT FILL/AUTOMATIC CALCULATION	Whole Number Only
1											\$0
2											\$0
3											\$0
4											\$0
5											\$0

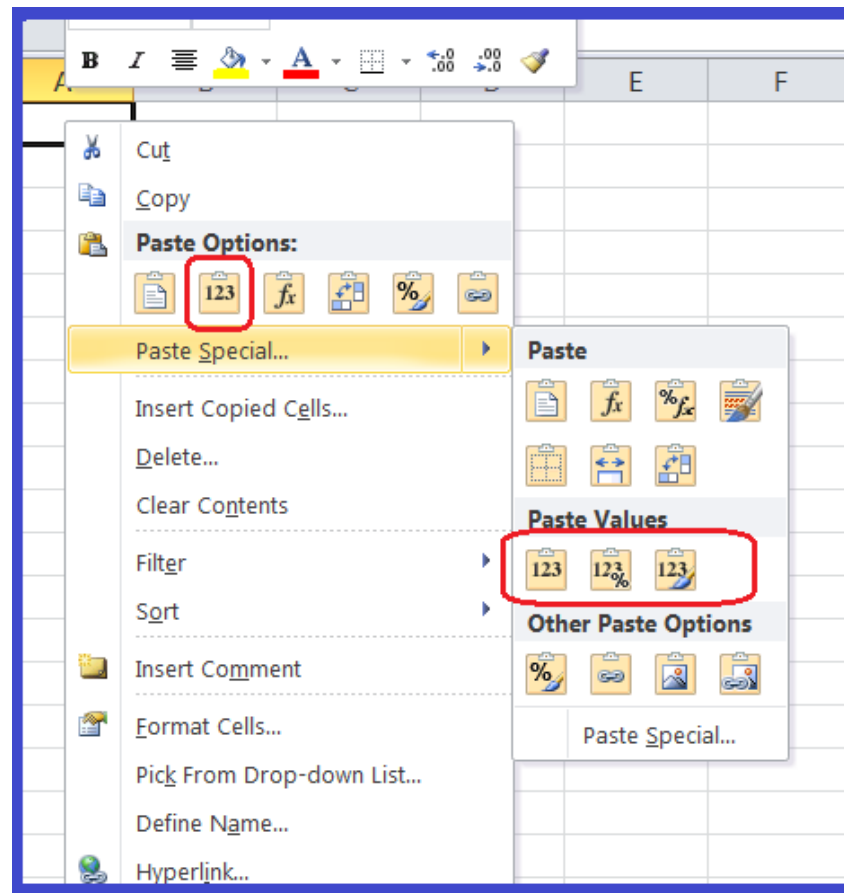
Enter as much information regarding the asset as possible.  
25,000 asset lines are available.

Required information is as follows:

1. Own, Lease, Leased to Own
2. Description
3. Quantity
4. Year of Purchase
5. Purchase price

**Note: each cell has a 50 character limit**

If you already have the information in another spreadsheet, you may transfer the information using the paste options below.



Use whole numbers only: no decimals, commas, formulas, dollar signs (automatic), or **negative** numbers.

Use the Formula bar as a guide for each cells entry. Do not skip lines to separate types of assets.

**Remember: All current assets must be reported.**

J3		fx		7000						
B	C	D	E	F	G	H	I	J	K	L
Your Unique Asset ID	Own, Lease or Leased to Own	Lessor Name	Description with Number of Units	Nature of Use	Make/Model	Quantity	Year of Purchase	Purchase Price	Total Purchase Price (Quantity X Purchase Price)	Estimated Market Value
	Own, Lease , Leased to Own		50 Character Limit: includes periods,commas, spaces etc			Whole Number Only	YYYY	Whole Number Only	DO NOT FILL/AUTOMATIC CALCULATION	Whole Number Only
1 FN-392	own		Furniture & others	FURNITURE		1	2001	\$7,000	\$7,000	
2 OE-111	own		Time stamp	OFFICE EQP		1	2001	\$3,603	\$3,603	
3 FN-388	own		3-workstation 1	FURNITURE		1	2001	\$1,445	\$1,445	
4 FN-389	own		3-workstation 2	FURNITURE		1	2001	\$1,445	\$1,445	
5 FN-390	own		3-workstation 3	FURNITURE		1	2001	\$1,445	\$1,445	
6 CC-117	own		Bridge 4 wire system	COMMUNICATIONS		1	2001	\$8,598	\$8,598	
7 FN-391	own		Artwork-Cannon Beach	FURNITURE		1	2001	\$1,095	\$1,095	
8 FN-551	own		PCS Signage 5	FURNITURE		1	2001	\$1,150	\$1,150	
9 FN-552	own		PCS Signage 6	FURNITURE		1	2001	\$758	\$758	
0 FN-553	own		PCS Signage 7	FURNITURE		1	2002	\$1,150	\$1,150	
1 FN-554	own		PCS Signage 8	FURNITURE		1	2002	\$2,751	\$2,751	
2 FN-393	own		12 chairs 1	FURNITURE		1	2005	\$766	\$766	



Once completed, the documents can be either e-mailed as attachments or copied to CD and mailed to the Assessing Department's Personal Property Unit.

**Email address:** [persprop.efa@cityofboston.gov](mailto:persprop.efa@cityofboston.gov)

**Mailing address:**  
Assessing Department  
Personal Property Unit, Room 301  
Boston City Hall  
Boston, MA 02201

**IMPORTANT: The Subject Line of your email and/or the file name for the data CD should include the following information:**

Business ID#\*, Business Name, FY16 Filing

Example: 083176, ACME LLC, FY16 Filing

**\*Business ID#**, also known as your account number, is a six digit number which can be found on your bill and other Boston Personal Property mailings you have received.